

S A M P L E

ATTACHMENT B

MEMORANDUM FOR: Associate Director-Management, NFAC

SUBJECT : Request to Speak Before a Group, Participate
as a Member of a Panel, or Orally Present
a Paper at an Academic or Professional
Meeting, etc.

I request approval to appear/participate/orally present a paper/
speak before a group, etc. Information about the time, place,
sponsor, and other relevant facts about the appearance; identification
of the academic point of contact; an estimate of the total cost (if
any) to the Agency, etc.

PERSON MAKING REQUEST
Area

Attachment:
Text of Talk (if applicable)

I have reviewed this _____
and found it to be unclassified.
/signed/ Immediate Supervisor

S A M P L E

SUBJECT: Request to Speak Before a Group

CONCUR:

Office Director

Date

Director of Security

Date

Coordinator for Academic Relations

Date

APPROVED:

Associate Director-Management, NFAC

Date

S A M P L E

SUBJECT: Request to Speak Before a Group

(Show office identification)

Distribution:

Original - Addressee and return to originator

1 - AD-M/NFAC

1 - D/OS

1 - NFAC/CAR

1 - Office Director

1 - A/DCI/PA

1 - NFAC Registry